# MULTIPLE FAMILY, COMMERCIAL AND INDUSTRIAL SUBMITTAL REQUIREMENTS AND CHECKLIST

**GENERAL:**

**Three (3) complete sets** of plans are required for a permit submittal. Plans stamped "Preliminary" and/or "Not for Construction" are unacceptable. Sets of plans shall include the following items:

☐ **WATER COMMITMENT APPLICATION**

☐ **CERTIFICATE OF APPROVAL FROM THE CLARK COUNTY HEALTH DISTRICT WHEN FOOD PREPARATION IS INVOLVED.**

☐ **DESERT CONSERVATION PLAN DOCUMENTATION**

**PLOT/SITE/GRADING PLAN:**

☐ A. Legal description of plot or lot.

☐ B. Property lines or boundaries with dimensions shall be clearly identified.

☐ C. All public or private easements and right-of-ways to be identified and shown. Width and location of utility easements to be shown.

☐ D. Location of all proposed and existing buildings, dimensions, setbacks, proposed use shall be shown including fences and type of construction.

☐ E. Plan for drainage and grading stamped by a registered Engineer/Architect.

☐ G. Plan for traffic ingress, egress, and parking lot layout. (Show typical space, driveway widths and locations, handicapped parking and accessible route of travel to building.)

☐ H. Landscaping plan showing size, type, and location of plant material.

☐ I. Service areas:

☐ 1. Loading/delivery, ramps, and machinery locations.

☐ 2. Location of trash facilities and method of screening.

☐ 3. Location of roof mounted mechanical equipment and method of screening.

**BUILDING PLANS:**

☐ A. Plans shall be submitted to Building and Safety for Plan check and only a licensed contractor of the State of Nevada can be issued a permit for construction.

☐ B. Plans must be drawn by a Nevada State Registered Architect or Engineer, or Nevada State Licensed Contractor where used for his own work, but not a client. The architect and/or engineer is responsible for the design and shall stamp and sign each sheet submitted. If plans are performed by a licensed contractor, the plans shall be so identified and signed.

☐ C. Plans shall be complete and shall consist of architectural, structural, electrical, plumbing, and mechanical drawings, and supportive data which include the following:

**CODE ANALYSIS:**

☐ A. Occupancy group.
☐ B. Type of construction.
☐ C. Location of property.
☐ D. Allowable floor area.
☐ E. Actual floor area.
☐ F. Number of stories and height of building.
☐ G. Exit analysis.
☐ H. Code edition that design was predicated upon.

**FOUNDATION PLAN AND DETAILS:**

☐ A. Size and depth of all footings.
☐ B. Stem wall and slab.
☐ C. Reinforcing steel - sizing and spacing.
☐ D. Soils reports. Grading reports and pad certifications before pouring of concrete.

**STRUCTURAL:**

☐ A. Calculations to include vertical and lateral analysis.
☐ B. Plans to detail load path elements.
☐ C. List structural material specifications.
☐ D. Plans shall be compatible with engineering calculations and shall be wet stamped and signed by the Engineer of Record.

**FLOOR PLANS:**

☐ A. Names and use of rooms and spaces.
☐ B. Complete dimensions.
☐ C. Sizes of doors and widows and hardware specifications.
☐ D. Wall and ceiling finish materials and specifications.

**FRAMING PLANS AND DETAILS:**

☐ A. Plans, sections, details, and schedules showing:
☐ 1. All Beams, supports, and structural details.
☐ 2. Roof construction, venting, openings, and materials.
☐ 3. Exterior walls and bearing partitions.
☐ 4. Joist and rafter size, spacing, and layout.
☐ 5. Type and thickness of floors.
☐ 6. Truss layouts and wet stamped calculations.
☐ B. Roofing type, class, and manufacturer.

**ELEVATIONS AND SECTIONS:**

☐ A. Exterior elevations to include all weather resistive construction.

☐ B. Cross sections sufficient to reflect structural systems.

☐ C. Occupancy and area separation walls including hourly ratings.

☐ D. Rated corridors.

☐ E. Interior wall lateral support.

**FIRE RESISTIVE CONSTRUCTION:**

☐ A. All fire resistive construction is to be shown in section view.

☐ B. Openings or penetrations of fire resistive construction are to be detailed in section view with applied references.

☐ C. Closure construction between fire resistive floors and walls and structural or exterior wall components shall be detailed in section view.

☐ D. Fire resistive assemblies shall be identified by their listings.

**MISCELLANEOUS DETAILS AND MATERIALS:**

☐ A. Details of construction features such as stairs, balconies, retaining walls, ramps, etc., including specifications of all materials.

**ELECTRICAL PLANS:**

☐ A. Single line diagram.

☐ B. Service and load calculations, to include all short circuit and fault current calculations.

☐ C. Panel schedules and descriptions of circuits with connected loads, panel ratings, and feeder size.

☐ D. All outlets, smoke detectors, equipment and feeders shown on plan with appropriate panel and circuit numbers at devices.

☐ E. Show emergency power system, type, and model.

☐ F. Show voltage drop calculations for all feeders to sub-panels, panels, area lighting, free standing signs, and air conditioning units

**MECHANICAL PLANS:**

☐ A. Show model and type of equipment.

☐ B. Show AFUE/SEER rating.

☐ C. Energy demand, input, and BTU.

☐ D. Location, access and working space for mechanical equipment.

☐ E. Combustion air, flue sizes, and material.

☐ F. Dampers -- type, size, details and locations.

☐ G. Sizes of supply/return air ducts and grilles shown in plan view. CFM capacity of ducts, grilles, and diffusers.

☐ H. Location, material, and insulation of mechanical pipes and ducts.

☐ I. Size, location, and piping material of all air-conditioning condensate drains.

☐ J. Size, location, and ducting of all smoke control systems.

**PLUMBING PLANS:**

☐ A. Plan view of all water, drainage, waste and vent piping, with location, size, and material.

☐ B. Drainage, waste, vent, and water supply plans. Indicate types of fixtures with symbols.

☐ C. Location and size of gas, fuel oil, or LPG piping with appliance demands.

☐ D. Size, location, and materials of P/T water relief valve.

☐ E. Size, type and Location of all water heaters and/or boiler combustion air and flues.

☐ F. Show location of cleanouts, backwater valves, and water shutoff valves.

**☐ MODEL ENERGY CODE CALCULATIONS**

**FIRE PROTECTION SYSTEMS:**

☐ A. Location of fire hydrants, fire department access roads, fire department hook-ups, etc.

☐ B. Fire flow calculations (in civil engineering package).

☐ C. State if building will include fire protection systems (and any relevant design details) including, but not limited to:

☐ 1. Fire alarm diagrams.

☐ 2. Layout, size, location, material, and calculations of fire sprinkler systems.

☐ 3. Halon system.

☐ 4. Kitchen protection.

☐ 5. Specialized system.

☐ 6. Smoke control design and operation.

☐ 7. Standpipe systems.

☐ 8. Flammable/combustible liquid tanks/lines.

☐ 9. Medical gas system design.

☐ 10. Cut sheets for above systems (Catalog).

☐ D. Smoke control operation/design description.

☐ E. Please reference 2003 NFPA1 and the Fire Department ordinance for more information on the following issues:

☐ 1. Fire rating of fire pump rooms.

☐ 2. Automatic sprinkler requirements for stages.

☐ 3. Sprinkler requirements for E Occupancies.

☐ 4. Restrictions for equipment in fire pump rooms.

☐ 5. Requirements for firefighters' smoke control panel.

☐ 6. Smoke control system response time.

☐ 7. Requirements for Fire Command Center.

☐ 8. Fire sprinkler requirements in existing buildings.

☐ 9. Size of buildings requiring sprinklers.

**For additional requirements of commercial kitchens, see the City of Las Vegas Plan Submittal requirements for Food Service Establishments.**

## Plans drawn in pencil or ink, or with colored highlighting are not acceptable